

BAKER CITY-COUNTY PLANNING DEPARTMENT



1995 Third Street | Suite 131 | Baker City, OR | 97814
 Phone: (541) 523-8219 | Fax: (541) 523-8340



REQUEST FOR VACATION OF A PUBLIC RIGHT-OF-WAY

App. No. _____ City Planning: 101-131-3-40-4104
 Received by: _____ Date Received: _____
 Fee Collected: \$ _____ Date Paid: _____
 Date Sent for Interdepartmental Review: _____

MAKE CHECKS PAYABLE TO: **BAKER COUNTY PLANNING**

APPLICANT			PROPERTY OWNER		
Last Name	First	MI	Last Name	First	MI
Mailing Address			Mailing Address		
Physical Address			Physical Address		
City	State	Zip	City	State	Zip
Telephone			Telephone		
Email			Email		

RIGHT-OF-WAY INFORMATION

Name of Right-of-Way: _____

Township _____ Range _____ Section _____ Zone: _____ Overlay: _____

SUBMISSION REQUIREMENTS

1. Original **APPLICATION FORM** signed by all required abutting property owners, city departments and utility companies. Multiple forms may be used if necessary.
2. **MAP** showing right-of-way to be vacated and surrounding area
3. It shall be the applicant's responsibility to demonstrate that request **MEETS THE FOLLOWING STANDARDS:**
 - a. Right-of-way not needed for:
 - i. Access to abutting properties
 - ii. Proper traffic circulation now or in the future
 - iii. Current or future utility routing
 - b. Vacation not in conflict with Comprehensive Plan

PROCEDURE

1. Complete petition including following information:
 - a. Map showing right-of-way to be vacated and affected area
 - b. Purpose of vacation
 - c. Notarized signature of consent of all property owners abutting right-of-way to be vacated
 - d. Signed consent of all utility companies operating within city limits
 - e. Signed consent of City Public Works Department
 - f. Signed consent of Fire Department
 - g. Signed consent of Police Department
2. File petition with Planning Department (\$600 filing fee)
3. Planning Department files petition with the Planning Commission and holds public hearing within 45 days
4. Planning Department sends certified notices of hearing to all persons owning property within 250 feet of right-of-way to be vacated and publishes public hearing notice with media
5. Planning Commission recommends granting or denying the request to the City Council
6. City Council must pass ordinance to grant vacation (minimum of two City Council meetings to do so)
7. Title to vacated right-of-way vests in abutting owners
8. City Recorder sends vacation ordinance to County for recording and processing

PETITION FOR STREET OR ALLEY VACATION

Petitioner: _____

Address: _____

Procedure: File Petition with City Planning Department after obtaining consent of all abutting property owners and consents from all utility companies (Baker Sanitary Service, Charter Communications, Cascade Natural Gas, Century Link, OTEC, EONI, etc.), the Baker City Fire and Police Departments, and the Baker City Public Works Department

Street or Alley to be Vacated: _____

Present Condition of Street or Alley: _____

PLEASE ATTACH MAP SHOWING AREA TO BE VACATED

Reason for Street or Alley Vacation: _____

Date: _____ Petitioner(s): _____

UTILITY COMPANY CONSENT FOR VACATION

Utility Company: _____

Representative: _____

Address: _____

Petitioner: _____

Address: _____

Street or Alley to be Vacated: _____

Approved

Denied

Approved with Conditions: _____

Other Comments: _____

Date: _____

UTILITY COMPANY CONSENT FOR VACATION

Utility Company: _____

Representative: _____

Address: _____

Petitioner: _____

Address: _____

Street or Alley to be Vacated: _____

Approved

Denied

Approved with Conditions: _____

Other Comments: _____

Date: _____

UTILITY COMPANY CONSENT FOR VACATION

Utility Company: _____

Representative: _____

Address: _____

Petitioner: _____

Address: _____

Street or Alley to be Vacated: _____

Approved

Denied

Approved with Conditions: _____

Other Comments: _____

Date: _____

UTILITY COMPANY CONSENT FOR VACATION

Utility Company: _____

Representative: _____

Address: _____

Petitioner: _____

Address: _____

Street or Alley to be Vacated: _____

Approved

Denied

Approved with Conditions: _____

Other Comments: _____

Date: _____

UTILITY COMPANY CONSENT FOR VACATION

Utility Company: _____

Representative: _____

Address: _____

Petitioner: _____

Address: _____

Street or Alley to be Vacated: _____

Approved

Denied

Approved with Conditions: _____

Other Comments: _____

Date: _____

CITY DEPARTMENT CONSENT FOR VACATION

City Department: BAKER CITY PUBLIC WORKS DEPARTMENT

Representative: _____

Address: _____

Petitioner: _____

Address: _____

Street or Alley to be Vacated: _____

Approved

Denied

Approved with Conditions: _____

Other Comments: _____

_____ Date: _____

CITY DEPARTMENT CONSENT FOR VACATION

City Department: BAKER CITY POLICE DEPARTMENT

Representative: _____

Address: _____

Petitioner: _____

Address: _____

Street or Alley to be Vacated: _____

Approved

Denied

Approved with Conditions: _____

Other Comments: _____

_____ Date: _____

CITY DEPARTMENT CONSENT FOR VACATION

City Department: BAKER CITY FIRE DEPARTMENT

Representative: _____

Address: _____

Petitioner: _____

Address: _____

Street or Alley to be Vacated: _____

Approved

Denied

Approved with Conditions: _____

Other Comments: _____

_____ Date: _____

ABUTTING PROPERTY OWNERS CONSENT FOR VACATION

Property Owner(s): _____

Address: _____

Petitioner: _____

Address: _____

Street or Alley to be Vacated: _____

NOTE: *Property owner(s) signature(s) must be provided in front of a Notary*

State of OREGON
County of BAKER

On _____, _____, personally appeared before me the above-named _____

and acknowledged the foregoing instrument to be _____ voluntary act and deed.
(his/her/their)

Notary Public – State of Oregon

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